

System for Time & Attendance Reporting

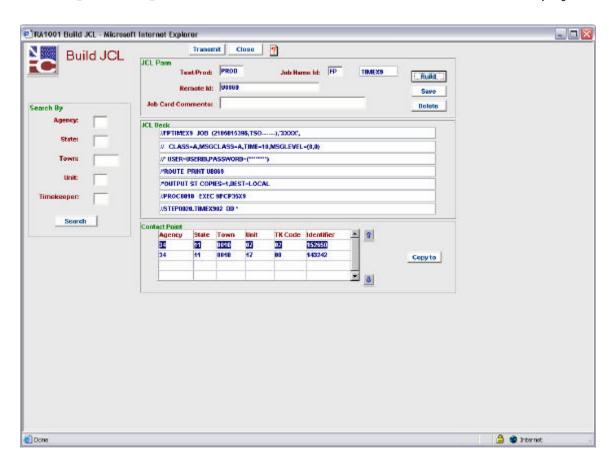
TRAINING MANUAL - VERSION 3 (2004) *Building JCL Excerpt*

BUILDING JCL

This option allows the individual transmitting the T&A to build a **JCL** (**Job Control Language**) record. The JCL that is built is displayed in the JCL Deck box at the middle of the window. JCL must be built for each contact point. The JCL is built once or when changes need to be made to the JCL.

Build JCL

1. Click [Transmit] on the STARweb Main Menu. The Build JCL window is displayed.



- 2. Select the applicable contact point for which the JCL is being added or updated.
- 3. Complete the fields in the JCL Parm box as follows:

Test/Prod - The JCL files can be changed to send transmission files as a test (Test) or can be changed to send transmission files to production (Prod). If "test" is entered, the cursor moves to the Remote Id field. If "Prod" is entered the cursor moves to the Job Name Id field. (Required field)

Job Name Id - Type FP for USDA agencies. (Required field)

NOTE: If you are using the STARweb training site enter **TEST** into this field. DO NOT enter **PROD**. If you are in production and need to transmit real T&As, enter **PROD**. Do not enter **TEST** or NFC will not receive the T&A's.

Remote Id - Type your NFC-assigned printer ID. Example, Remote Id: U8869. (Required field)

NOTE: The NFC printer ID should not contain spaces or hyphens.

Job Card Comments - Type agency information, as needed, such as telephone number, initials, contact information, etc. (Optional).

- **4.** Click **[Build]** to display the resulting JCL. Review the Job Control Language that appears.
- **5.** Click **[Save]**. JCL is established and appears in the middle portion of the window.
- **6.** If further updates are needed after the JCL is established, make the applicable changes in the JCL Parm box and Click **[Build]** to change the JCL.
- 7. Once all changes have been made, click [Save].

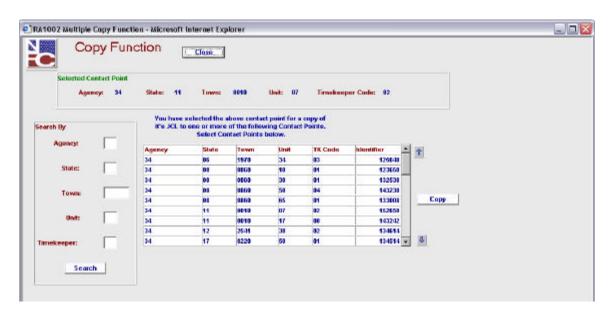
NOTE: If you do not click Build and Save your JCL has not been built properly.

Copy JCL to Another Contact Point

This option allows the individual transmitting the T&A to copy JCL from one contact point to one or more contact point(s).

On the Build JCL window:

- **1.** Select the applicable contact point that contains the JCL to be copied.
- **2.** Click **[Copy To]**. The Copy Function pop-up appears.



- **3.** Select the contact point(s) to which the JCL will be copied.
- **4.** Click **[Copy]**. The JCL is copied.
- 5. Click [Close] to close the window.